

# MSC Guidelines for Review of Passenger Vessel Security Plans

Procedure Number: H2-27

Revision Date: 05/05/00

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## References

- a. 33 CFR Part 120, "Security of Passenger Vessels"
  - b. 33 CFR Part 128, "Security of Passenger Terminals"
  - c. NVIC 3-96, "Security for Passenger Vessels and Terminals"
  - d. IMO MSC/Circ.443, "Measures to Prevent Unlawful Acts Against Passengers and Crews On Board Ships"
  - e. IMO Resolution A.545, "Measures to Prevent Acts of Piracy and Armed Robbery Against Ships"
  - f. IMO Resolution A.584, "Measures to Prevent Unlawful Acts Which Threaten the Safety of Ships and the Security of Their Passengers and Crews"
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## Disclaimer

These guidelines were developed by the Marine Safety Center staff as an aid in the preparation and review of vessel plans and submissions. They were developed to supplement existing guidance. They are not intended to substitute or replace laws, regulations, or other official Coast Guard policy guidance. The responsibility to demonstrate compliance with all applicable laws and regulations still rests with the plan submitter. The Coast Guard and the U. S. Department of Transportation expressly disclaim liability resulting from the use of this document.

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## Contact Information

If you have any questions or comments concerning this document, please contact the Marine Safety Center by e-mail or phone. Please refer to the Procedure Number: H2-27.

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## Timetable for Submission and Review

Vessel operators are responsible for preparing and submitting 2 copies of the vessel security plan to the MSC at least 60 days prior to embarking passengers on any voyages to which these requirements are applicable.

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Each proposed amendment to the plan initiated by the operator of a passenger vessel, including changes to enclosures, must be submitted to the MSC for review at least 30 days before the amendment is to take effect. The MSC has the discretion to allow a shorter period of time.

If within **30 days** of receipt of a security plan, the MSC is unable to complete the review, a letter will be issued to the vessel operator stating that the vessel security plan is under review and granting permission for vessel operations to continue until the review is completed. The MSC then has an additional 150 days (a total of 180 days from receipt of the plan) to complete the review and provide a response.

If the MSC finds that the security plan does not meet the minimum requirements, the plan will be returned for revision to the vessel operator with an explanation of its deficiencies. The second copy of the plan, along with a copy of the response, will be retained by the MSC. In normal cases, the vessel will be allowed to embark U.S. passengers for up to 60 days while correcting the deficiencies.

If the Captain of the Port (COTP) advises the MSC that implementation of the plan is not providing effective security, the MSC will evaluate the plan based on the COTP's report, and, except in an emergency, will issue to the vessel operator a written notice of matters to address and will allow the vessel operator at least 60 days to submit proposed amendments.

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## General Review Guidance

Ensure the Security Plan includes of the following items:

- ☐ Operator and ship details (vessel name, VIN, Company, etc).
- ☐ Indicate if the vessel is equipped with intrusion detection alarms; they must activate an audio or visual signal in a continuously staffed area.
- ☐ A statement state that persons refusing search will be denied entry.
- ☐ Indicate the date of the required annual security survey (within the last 12 months).
- ☐ Show that lighting is provided on deck and overside during periods of darkness and restricted visibility.
- ☐ Indicate that a security alert distress signal is established.
- ☐ Identify designated restricted areas (at least bridge, radio room, engine room).
- ☐ Indicate that restricted areas are secured with limited access.
- ☐ Identify vulnerable access points.

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- ❑ Describe the 4 threat levels, including increased security measures for each level.

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## Ship's Crew

Ensure the Security Plan for includes the following items:

- ❑ Identify the operator security officer (OSO) by name.
- ❑ Identify the deputy OSO.
- ❑ Identify the ship security officer (SSO).
- ❑ Describe the crew identification and control system.
- ❑ Indicate that ID cards are issued to all ships crew/employees that include a photo, bearers name, company or vessel name, and expiration date.
- ❑ List OSO duties.
- ❑ List SSO responsibilities?
- ❑ Include a statement regarding Master responsibilities.
- ❑ Describe policy regarding master keys and key cards.
- ❑ Describe crew security training and person responsible for training.
- ❑ Identify the means of continuous communications to be used by security personnel.
- ❑ Describe stevedore control policy.

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## Ship's Passengers

Ensure the Security Plan includes the following items:

- ❑ Describe baggage handling procedures including that each piece of baggage is tagged, labeled or marked as belonging to a particular passenger.
- ❑ Describe passenger ID and control.
- ❑ Indicate that boarding passengers are required to present a cruise specific boarding pass containing the passenger's name.
- ❑ Describe the visitor control policy.
- ❑ Indicate that visitors are required to produce company ID and/or sign in visitor identification log.
- ❑ Include a statement that all persons refusing to submit to a security screening shall be denied access to the vessel and reported to local authorities.

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## Policies & Procedures

Ensure the Security Plan includes the following items:

- ❑ Describe standard operating procedures including (if used) reporting procedures, watchstanding procedures, relief schedules.

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- ☐ Identify a procedure for establishing communications with the vessel terminal immediately after mooring.
- ☐ Describe company policy regarding access to the ship.
- ☐ Identify all access-points.
- ☐ Address procedures to replace/repair defective or missing security equipment.
- ☐ Address firearms.
- ☐ Address defensive equipment.
- ☐ Describe policy regarding small technical lockers.
- ☐ Describe the security incident log.
- ☐ Describe unlawful act reporting procedures including:
  - ☐ What to report
  - ☐ Who completes the report
  - ☐ Who gets the report
  - ☐ When is the report completed
  - ☐ Include a sample form